Changes to the Doctor Card

Version 10 Service Pack 19

December 2019

TELUS | Health

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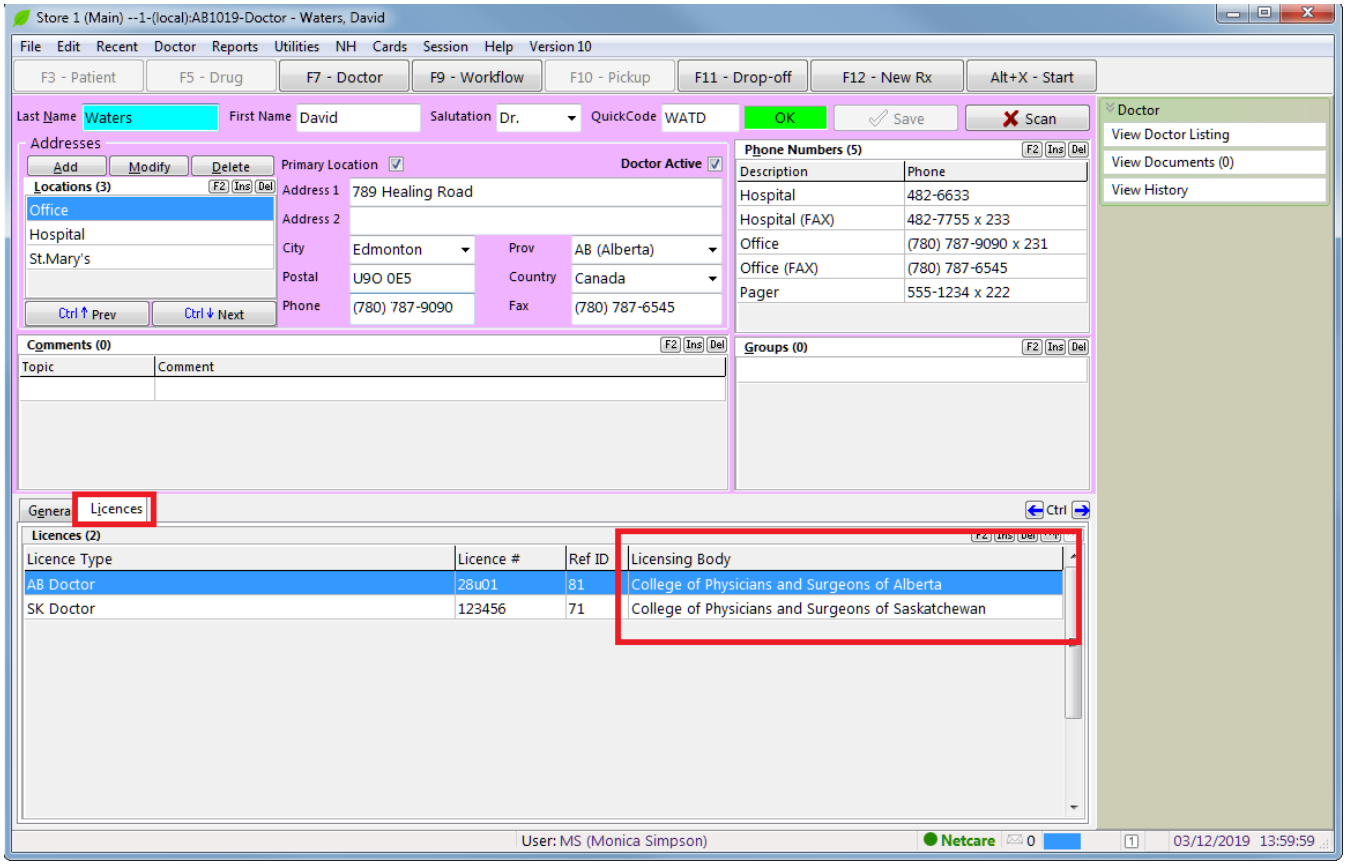
Introduction

In Service Pack 19, changes to the Kroll dispensary system were made to make Prescriber Licence maintenance easier.

The Doctor card can now accommodate more than 2 licences. In addition, this feature change makes it clearer to the user which licence is being used and which Licensing body is responsible for issuing the licence. This eliminates the Primary and Alternate licence fields.

The Program update will move the current licences to the new Licences tab. You can continue to fill and bill as usual.



Adding new Doctor

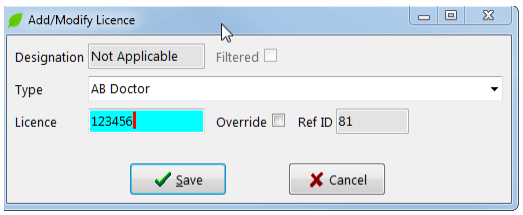
The only change to adding a new doctor is where you input the licence number. This will be done under the Licence tab.

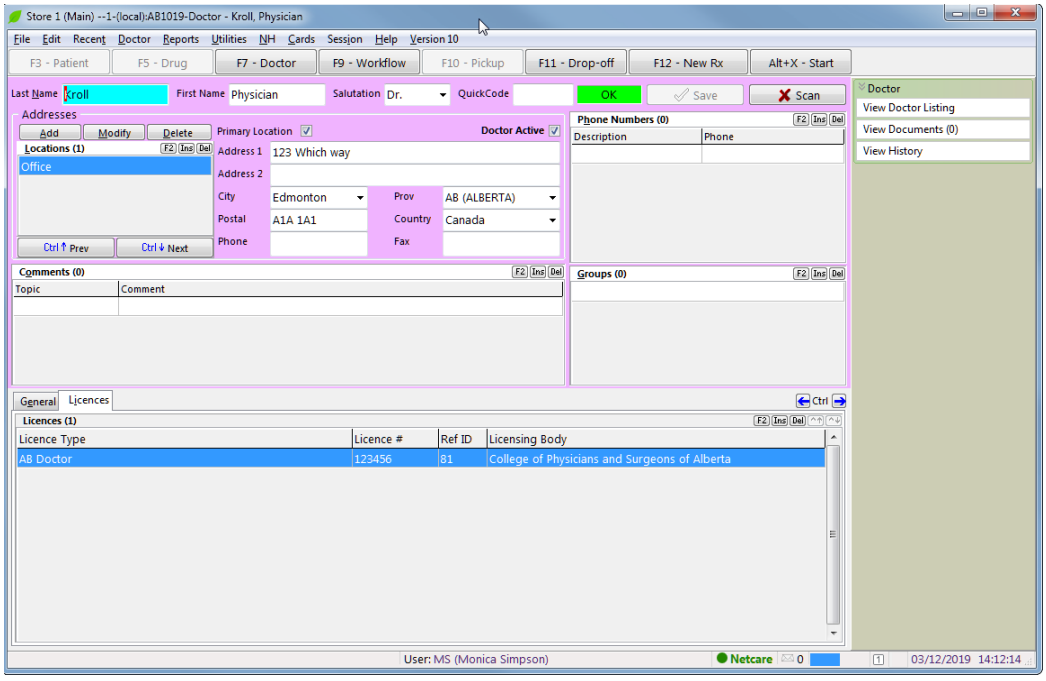
You can do this in one of 4 ways:

1. Click on the INS button
2. Hit the insert key on your keyboard
3. Double click the highlighted area
4. Right click the highlighted area and choose insert

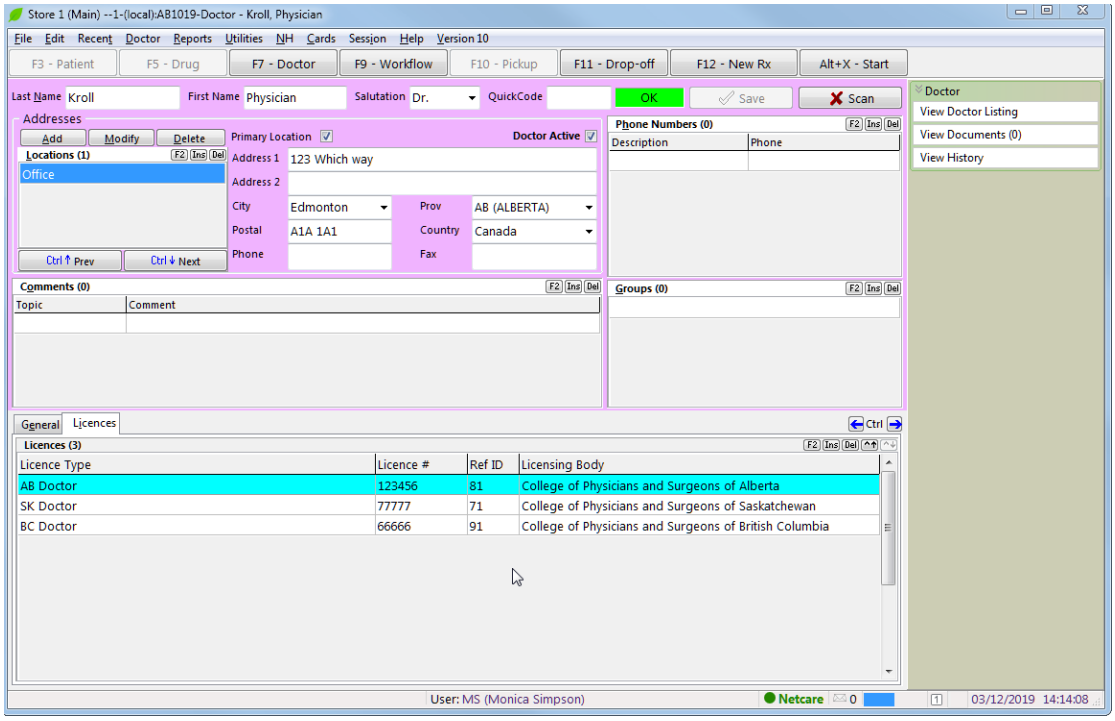
The Add/Modify Licence window will open.

1. Under **Type**, pick from the drop down the provincial Licence type and then input the Licence. Save this window

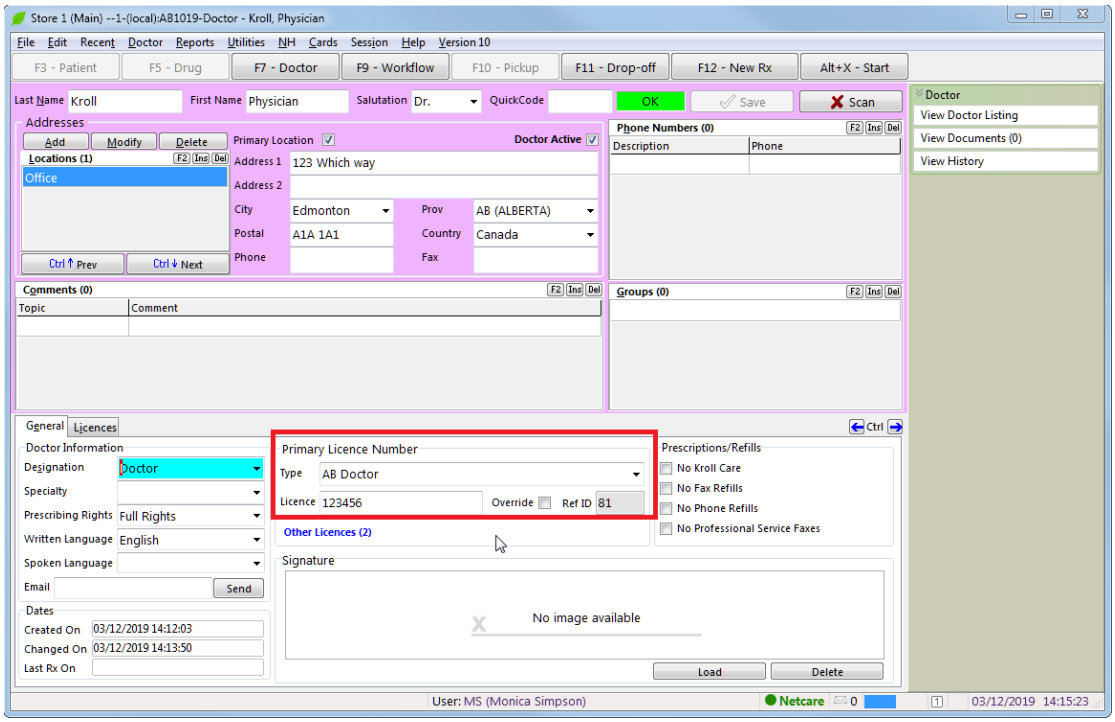




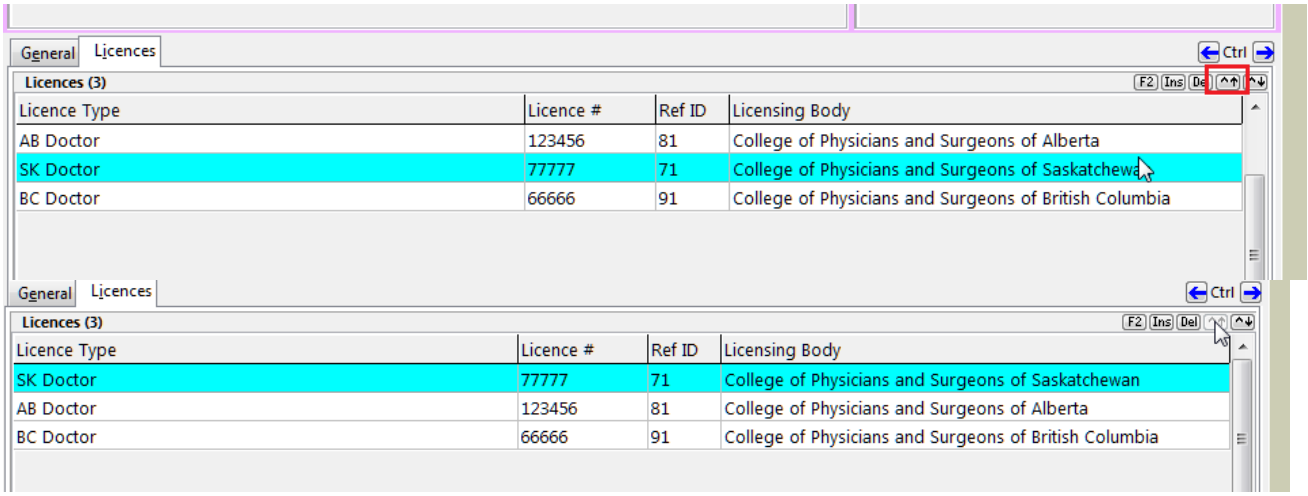
2. Continue to add more Licences if required.



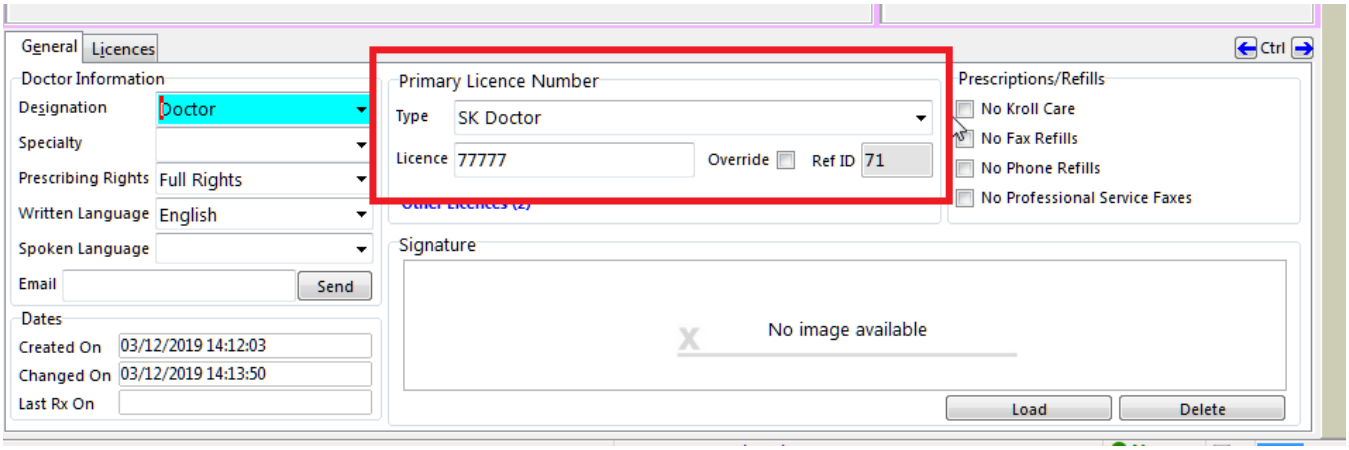
3. The Licence at the top of the Licences list will be the Primary Licence under the General tab.



4. To change the Primary Licence on the General tab, go back to the Licences tab and highlight the entry to move to the top of the list. Then click on the up arrow to move it to the top.



5. And now on the general tab, the SK doctor is showing as primary.



You can make changes to the Licence number itself (ex: correct an incorrect licence number) on the General tab however to make a change to the Type or what is noted as Primary must be done from the Licence tab.